



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEHR-P-TO (690-400a)

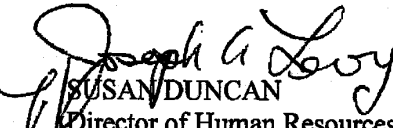
15 Jan 03

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Payment for U.S. Army Corps of Engineers Proponent-Sponsored Training (PROSPECT) Tuition

1. Tuition for PROSPECT classes for USACE students can be paid by IMPAC credit card. Our Professional Development Support Center (PDSC) has been accepting this method of payment from other agencies and some Army activities for nearly two years. However, we have held our Corps activities firm to the guidance from Department of Army (DA) to continue to use inter-governmental transfers to purchase government training. Fortunately, DA has authorized us to accept the IMPAC credit card for government training and training related expenses from our internal customers. If the credit card is not an option for your organization, a Military Interdepartmental Purchase Request (MIPR) will be accepted for individual training and onsite classes.
2. A detailed payment procedure for PROSPECT course tuition for USACE students is enclosed.
3. For questions and additional information, please contact Ms. Sherry Whitaker at (256) 895-7425 or Ms. Tonya Parker at (256) 895-7421.

Encl


SUSAN DUNCAN
Director of Human Resources

DISTRIBUTION:
Corps Training Officers
Corps CPACs
Division HROs

Procedures for Credit Card Payment of PROSPECT Tuition

Policy

Corps of Engineers employees, supervisors, training coordinators, and credit card holders may pay PROSPECT course tuition with the IMPAC credit card. This is the preferred method of payment. The PDSC Registrar's Office will accept credit card payment anytime prior to the start date of each class. MIPRs will be accepted if credit card payment is not an option for your organization.

How to pay by Credit card

In order to pay by credit card you must take the following steps:

Step	Action
1.	Create DD Form 1556.
2.	Have DD Form 1556 approved.
3.	Complete Purchase Request
4.	Attach DD Form 1556 to Purchase Request.
5.	Have Purchase Request approved and certified.
6.	Obligate funds.
7.	Provide credit card number to the PDSC Registrar Office.

Creating a DD1556 and purchase request

Follow these steps to create the DD Form 1556 and purchase request in CEFMS:

Step	Action
1.	Employees select CEFMS Menus 1,6,1 to create request for training DD Form 1556.
2.	Supervisor selects CEFMS Menus 1,6,3 to approve DD Form 1556.
3.	Employee complete purchase request information as instructed. Menus 1,6,5.
4.	Employee creates the training line item. Menus 1,6,5, PR Line Items button.
5.	Employee attaches the DD Form 1556 to the training purchase request.
6.	Appropriate supervisory personnel approve and certify the training purchase request. Menus 1,6,10.
7.	Training Officer/Coordinator obligates funds for the requested training. Menus 1,6,11.
8.	Credit Card Holder converts the training obligation to a credit card transaction. (This causes the payment for training to correctly appear on the cardholder's monthly statement.) Menus 1,6,13.
9.	Training Coordinator provides the IMPAC card number and related information to the PDSC Registrar Office by telephone at 256-895-7425 or 7421.
10.	Students should assure that documentation of their completed training is forwarded to their servicing Civilian Personnel Operations Center (CPOC).

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Procedures for Credit Card Payment of PROSPECT Tuition, Continued

PDSC Registrar actions

Upon receipt of the Credit Card Information

Step	Action
1.	Verify that an agency has a quota in the class.
2.	Enter the credit card information into the credit card processing system during the week that the class is in session, unless the credit card holder requests earlier processing.
3.	FAX receipt within 5 working days after successful processing to the cardholder.

Cancellation policy

Firm quotas (reservations) for PROSPECT courses may be cancelled without penalty up to 30 days prior to the scheduled start date of training. The Registrar's office must be in receipt of a written request (letter, e-mail, FAX) for cancellation from your organization in order for the allocation to be cancelled without incurring costs.

When the Registrar's office receives a request for cancellation before the payment has been processed, the credit card charge will not be entered into the system. If the credit card charge has already been processed, a credit will be applied to the credit card account. The Registrar's office will provide written confirmation of the action taken on all requests for cancellation.

On-site sessions

Organizations scheduling specific onsite sessions of PROSPECT courses may pay for the entire session by credit card. The training coordinator shall:

Step	Action
1.	Collect and return the completed Student Registration Forms (CEHR-P Form 912).
2.	Students should assure that documentation of their completed training is forwarded to their servicing Civilian Personnel Operations Center (CPOC).

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Procedures for Credit Card Payment of PROSPECT Tuition, Continued

Bulk Tuition Payment for Distance Learning Courses

Step	Action
1.	Organizations that prefer to pay for tuition-funded Virtual Campus courses for a large number of their employees may do so in advance with a credit card (preferred) or with a MIPR, DD form 448, if the IMPAC card is not an option. Please contact the Registrar's office if you require assistance.
2.	Students should assure that documentation of their completed training is forwarded to their servicing Civilian Personnel Operations Center (CPOC).
3.	Once registered as a user on the Virtual Campus, students may enroll in the course and complete it on-line at their convenience. The Virtual Campus web address is http://pdsc.usace.army.mil .